



ROANOKE COUNTY

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July 2, 2019

ADDENDUM NO. 1 TO ALL BIDDERS/OFFERORS:

Reference – **2019-138**

Description: MICROSOFT DYNAMICS D365 UPGRADE AND MIGRATION

Dated: **Issued June 17, 2019**

Proposal Due: **July 19, 2019 2:00 P.M. (Local Prevailing Time)**

The above Project is hereby changed as addressed below:

1. Questions/Responses
2. Change/Description

Note: A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Thanks,

Heath Honaker
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Sign Name:

Print Name:

Name of Firm:

Date:

1. Questions/Responses

Q&A for: RFP 2019-138

- 1) I wanted to see if you could shed some light on where your organization is leaning, in terms of an on premise versus cloud/hosted environment?

ANSWER: We are continuing to evaluate the options of on premise and cloud deployments in terms of technical requirements as well as cost. It is clear that Microsoft's strategic direction is cloud deployment. We want to be the "norm" and not the "exception" with respect to the Microsoft D365 F&O implementation. However, since on premise deployment is an option, we will evaluate both options and the associated costs and make a decision that aligns Roanoke County strategically while taking long term return on investment into consideration. Any information the vendor desires to provide in their proposal related to onsite vs cloud deployment will be appreciated and taken into consideration in terms of the vendor expertise in this area.

- 2) Does Roanoke County has any preference in terms of On Cloud or On Premise Installation of D365 F&O?

ANSWER: See the answer to Question #1.

- 3) Do we need to submit 2 separate RFP responses for On Cloud and On-Premise or we can create 2 sub-sections for each solution wherever relevant?

ANSWER: There needs to be only 1 RFP response. Any differentiating information related to these two options should be reflected in the one proposal.

- 4) Are we expected to provide sizing details for the on premise installation (in As Built document)?

ANSWER: It is not necessary to provide sizing details for on premise deployment.

- 5) Are we expected to conduct the performance testing and optimization for the On-Premise instance?

ANSWER: The vendor is not expected to conduct performance testing and optimization for the on premise instance.

- 6) Have you implemented Virtual Company in the Current AX installation?

ANSWER: Yes. We have three entities which are linked through a single virtual company.

- 7) Are there any shared data entities between the 3 companies?

ANSWER: Yes. We have three entities that share some data between the three companies.

- 8) Have you analyzed the high-level difference in the features / capabilities of On-Premise and On-Cloud instances, would you like us to include a section on the same in our response?

ANSWER: We have done some analysis on the differences in features however, we would appreciate vendors including any information which would be helpful to us in support of our evaluation of on premise versus cloud deployment.

- 9) Will the Roanoke project team be placed centrally for the key project phases?

ANSWER: The implementation team will consist of multiple members from the County of Roanoke Finance staff as well as 1 to 2 team members from Roanoke County Public Schools and 1 team member from Western Virginia Regional Jail. These team members will not be located in the same physical location but are within 20 minutes of one another.

- 10) Could you please explain the steps in "AX_1099_Express" integration?

ANSWER: The Accounts Payable Manager reviews all transactions that are flagged as 1099 reportable in the system. The transactions are exported into excel and the Manager makes the necessary adjustments in excel (deleting transactions that should not be 1099 reportable). The excel file is then reformatted into the file layout needed for 1099 Express. The Accounts Payable Manager manually uploads the file into 1099 Express.

- 11) Could we consider to redesign and develop "AX_1099_Express" on cloud? If yes, will the data extraction / integration with "Thomas Brothers" be in our scope?

ANSWER: We do not want to move the 1099 process into D365.

- 12) Could you please share the current integration architecture?

ANSWER: In general, the integration architecture is a hub and spoke model. The "hub" is a SQL server database that houses multiple SSIS packages that then connect to AX and the related foreign systems such as a tax and treasury system. These SSIS jobs reach out to the remote system, retrieve data, manipulate data, and then bring it back into AX. In some cases, the SSIS packages will lookup values from a crosswalk to crosswalk the data from the foreign system into the appropriate AX financial dimensions.

- 13) Is there any middleware used for Integration? (Crosswalk?)

ANSWER: See the answer to Question #12.

- 14) Which type of delivery / execution model is proposed / preferred for this engagement?

ANSWER: This question is too ambiguous so to prevent incorrect interpretation on our part, the question will need to be clarified.

- 15) Is there any timeline constraint for Go-Live?

ANSWER: Ultimately, our goal is to be live on D365 6 months ahead of the end of mainstream support for AX 2012. This would put our go live goal somewhere in

April of 2021. We have an idea of how long we believe this project will take but we are looking for respondents to provide insight into what they believe the length of this implementation would be based upon your experience on similar projects.

16) Is there any period (apart from Christmas Holidays) when the key users / process owners are not available for critical project activities?

ANSWER: The busiest time of the year for our financial teams is the end of the fiscal year (June 30) and the 5 month period following fiscal year end. Team members may experience reduced bandwidth during this period but will continue to be available.

17) Do you have uniform operations across the 3 legal entities?

ANSWER: There is consistency in some area and functions such as procurement and accounts payable. However, each entity has a different chart of accounts and related account structures.

18) Is there a possibility to share the existing business process maps or scenarios document as annexure to the RFP?

ANSWER: We will not be providing this level of detail as part of the initial RFP. Once we identify potential candidate vendors as part of the RFP evaluation, we may then elect to share specific information at that time.

19) As present, we are doing multiple upgrades, but they are not complete. There just are not that many 2009 / 2012 R3 upgrades that are 100% complete, as most are in progress. Is the County Flexible on this?

ANSWER: You may provide current information on any upgrades completed or in progress. We may take that into consideration.